

Approved For Release 2006/11/13 : CIA-RDP75-00399R000100150004-7



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CONTROL NO.

# REPORTS INVENTORY

PREPARE IN DUPLICATE

1. TITLE OF REPORT (If a fill-in report include Form No.)

IB Monthly Report

2. TYPE OF REPORT  
☒ STATISTICAL  
☐ NARRATIVE  
☐ MACHINE-NAME LISTING

3. FUNCTIONAL AREA

PERSONNEL TRAINING  
 LOGISTICS SECURITY  
 MEDICAL FINANCE  
☒ ADMIN. GENERAL  
 OTHER (specify)

4. NO. OF COPIES PREPARED

15

5. FREQUENCY (weekly, monthly, quarterly, etc.)

Monthly

6. DISTRIBUTION (No. of components not number of copies) GEHA Directors, Advisors, and Officers

7. FORMAT (memorandum, form computer print-out, etc)

Tabular

8. ADP PROCESSING

YES IF YES GIVE ADP PROCESSING NO.  
☒ NO

9. DIRECTIVE AUTHORITY REQUIRING REPORT

None

10. PREPARING COMPONENT (Include lowest level contributing information to report)

OP/BSO/IB

11. FEEDER REPORTS (State total number and identify by Title, Form No., or nomenclature. Attach separate sheet if necessary.)

None

## 12. COST FACTORS

### A. MANUAL PREPARATION AND REVIEW COSTS

GRADE	HOURLY RATE	X	HOURS PER REPORT	=	COST PER REPORT	X	TIMES PREPARED	=	COST PER YEAR
7/10	\$5.06		.50		\$ 2.53		12		\$ 30.36
5/6	3.67		.25		.92		12		11.04
7/4	4.28		1.25		5.35		12		64.20
7/7	4.67		.25		1.17		12		14.04
11/5	6.49		3.00		19.47		12		233.64
8/7	5.17		1.00		5.17		12		62.04
12/5	7.73		.75		5.79		12		69.48
4/7	3.38		1.00		3.38		12		40.56

### B. COSTS OF COMPUTER PRODUCED REPORTS

TOTAL COSTS PER YEAR

\$525.36

13. COMPLETE DETAILED JUSTIFICATION FOR THIS REPORT (in addition to directive or authority cited in item 9). IF KNOWN, INCLUDE DATE REPORT WAS FIRST STARTED AND COMPONENT WHO ESTABLISHED REQUIREMENT.

Advise GEHA Board of Directors of status of insurance plans administered by Insurance Branch.

## 14. FUTURE GOALS

GOAL PROPOSED BY COMPONENT FOR THIS REPORT

☒ RETAIN AS IS ☐ OTHER (explain)  
☐ CHANGE  
☐ DISCONTINUE

ESTIMATED SAVINGS

MAN-HOURS DOLLARS

16. DATE OF INVENTORY

8 October 70

17. NAME AND TITLE OF PERSON FURNISHING INFORMATION

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 Chief, Insurance Branch

Classification

(22-36-43)